KING COUNTY

HR SYSTEMS PROJECT MANAGER
(Program/Project Manager III)
DEPARTMENT OF EXECUTIVE SERVICES
HUMAN RESOURCES/TECHNOLOGY
Salary Range $57,986 - $73,501
Job Announcement No.: 03DG3885TLT
OPEN: 12/08/03   CLOSE: 12/19/03

WHO MAY APPLY: This term-limited temporary position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to: **500 4th Ave, Room 450, Seattle, WA 98104.** Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Samuel Cardenas at (206) 684-1124 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed**.**

FORMS AND MATERIALS REQUIRED: A King County application form, resume, and letter of interest detailing your background and describing how you meet or exceed the minimum qualifications are required.

WORK SCHEDULE: This position is funded for one year and is not overtime eligible. The normal work week is a 40-hour schedule, Monday through Friday, 8:00 a.m. – 5:00 p.m. located at 400 Yesler Way, Yesler Building, Downtown Seattle.

PRIMARY JOB DUTIES INCLUDE: Responsible for providing technical project management to collect business and technical requirements for a data warehouse of two separate Human Resource Information Management Systems (PeopleSoft and MSA). Establish scope, schedule, and assist in resource planning for successful execution of project deliverables. Participate in the data warehouse project from assessment to deployment. Provide on-going status reports. Ensure project stays within budget, on schedule and manage project wrap up upon completion. Interface with a wide variety of internal organizations where good communication skills and ability to work across functional groups is essential to the success of the project.

QUALIFICATIONS: At least three years direct technology project management experience which includes building resource loaded project plans and delivering results in compliance with the plans is required. Experience in design, development, testing, and implementation of multi-tier applications. Proficient in recent versions of Microsoft Office suite, Microsoft Project and Outlook.

REQUIRED EXPERIENCE:

- Expert knowledge of project management, quality assurance, analysis methodologies, risk assessment and mitigation planning.
- Effective management, leadership, organizational, and team interaction skills, including the ability to plan and organize work for others, to make formal and informal presentations, and to communicate effectively in business terms at multiple levels in an organization.
- Strong technical background with systems skills to direct work through all phases of development involved with technologies such as Oracle, SQL Server, Peoplesoft, Web applications and/or MSA.
- Strong knowledge of full cycle software development and supporting methodologies.
- Experience with project management methodologies, principles and tools.
- Effective in identifying and documenting user requirements.
- Proven ability to communicate effectively, both orally and in writing.
- Strong interpersonal, relationship-building, team-building, listening, conflict resolution, and group facilitation skills
- Experience defining and monitoring the day-to-day activities of concurrent development project efforts.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE http://www.metrokc.gov/ohrm/psd/openings.html Website Address (206)-296-8535 TTY